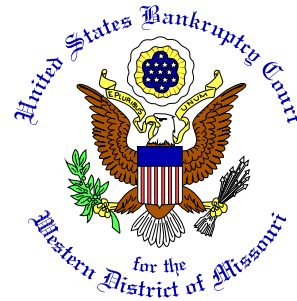


The United States Bankruptcy Court Western District of Missouri Vacancy Announcement



Position: Case Administrator
Location: Kansas City, Missouri
Salary: CL 25 (\$34,340 - \$55,876)
Open: May 8, 2006
Close: May 19, 2006 @ 12:00 p.m.

Overview of Position:

This is a part-time to full-time position(s) located in the Bankruptcy Court's clerk's offices. The incumbent manages the progression of bankruptcy cases and related adversary proceedings cases from opening to final disposition by maintaining the official case records, monitoring the completion of the required procedural steps, and performing the necessary noticing, administrative and clerical tasks.

The successful candidate must have the following:

Good knowledge of the Bankruptcy Code and Rules, local rules and procedures concerning the processing of cases filed under the Bankruptcy Code. Thorough knowledge of the purpose and content of each document or event to make docket entries and take the appropriate actions. Knowledge of the interaction of the Bankruptcy judges, the clerk's office, the United States trustee, the debtors, and the creditors in the process. Ability to perform a wide variety of tasks on a number of cases at the same time. Skill in the use of the automated systems. Skill in operating copying and mailing equipment. Ability to communicate effectively with a wide variety of individuals within and outside the court unit.

Application Procedure:

Qualified applicants should submit a resume and detailed cover letter by May 19, 2006 to: Charles Evans Whittaker Courthouse, Attn: Michele Nelson, 400 East 9th Street, Room 1510, Kansas City, MO 64106 or email @ michele_nelson@mow.uscourts.gov.